

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



September 2, 1999

ALL-COUNTY LETTER NO. 99-59

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CA 237 California Work Opportunity and Responsibility to Kids (CalWORKs) Cash Grant Caseload Movement and Expenditures Report, (CA 237 CalWORKs)

CA 253 CalWORKs Report on Reasons for Discontinuances of Cash Grant, (CA 253 CalWORKs)

CA 255 CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant, (CA 255 CalWORKs)

REFERENCE: All County Letter 99-54, dated August 12, 1999 Separate State Program for Two-Parent Families

This letter transmits the three above-referenced revised forms which are central to meeting federal reporting requirements and fulfilling State needs for CalWORKs information. Corresponding instructions, definitions, and lists of reasons for discontinuances and denials are included. The implementation date for the three revised reports is October 1, 1999. Counties should continue to use the CA 237 CalWORKs (7/99), the ABCD 253 (10/90), and the ABCD 255 (4/93) for the months of July, August, and September 1999.

As stated in ACL 99-54, in July the California Department of Social Services (CDSS) convened a workgroup of state and county representatives to identify implementation issues related to establishing a separate state program for two-parent families. These revised reports are the result of this collaboration.

These three reports include a number of significant changes, the most significant being that the Family Group (FG) and Unemployed (U) designations will no longer be used for reporting purposes and have been replaced with the designations 2 Parent Families, Zero Parent Families, and All Other Families. Please ensure that program and reporting staff read and thoroughly understand these new reports, instructions and definitions.

Enclosed are camera-ready copies of the forms, instructions, definitions, and lists of discontinuance and denial reasons. All three reports are due 18 calendar days after the report month. Therefore, the first revised reports (October 1999 report month) are due on or before **November 18, 1999**. Reports should be sent to:

California Department of Social Services
Data Operations Branch, Reports Unit, M.S. 19-81
P.O. Box 944243
Sacramento, CA 944244-2430
FAX (916) 322-9254

If you have questions regarding completion of these forms, please contact Joyce Miyagi of the Data Operations Branch at (916) 445-6757. Program related questions should be directed to your CalWORKs CDSS Eligibility analyst at (916) 654-1322.

Sincerely,

***Original Document Signed By
WERNER SCHINK on 9/2/99***

WERNER SCHINK
Acting Deputy Director
Program Planning and Performance Division

Enclosures

c: CWDA

California Work Opportunity and Responsibility To Kids (CalWORKs) Cash Grant Caseload Movement and Expenditures Report

Send one copy to:

California Department of Social Services
Data Operations Branch, MS 19-81
P. O. Box 944243
Sacramento, CA 94244-2430

1. Version	2. County	3. Code	4. Month/Year
Part A. Applications For Aid and Requests for Restoration			
1. Pending from last month (Item 5 from last month's report).....			5
a. Inventory adjustment (explain in PART F.).....			6
2. Number of applications received during the month (sum of 2a + 2 b below).....			7
a. Applications.....			8
b. Requests for restoration.....			9
3. Total during the month (sum of 1 + 2 above)			10
4. Disposed of during month (sum of a, b and c, below).....			11
a. Approved [equals sum of items 7a. and 7b. (all columns) below].....			12
b. Denied (Same as Item 1, Form CA 255 CalWORKs).....			13
(1) Denied due to receipt of Diversion payment(s) or services.....			14
c. Other dispositions (cancellations and withdrawals).....			15
5. Number of applications/requests pending at the end of the month (item 3 - item 4).....			16
Part B. Caseload (All)		2 Parent Families (1)	Zero Parent Families (2)
			All Other Families (3)
Cases Added			
6. Brought forward from last month (item 12 last month's report).....		17	18
a. Inventory adjustment (explain in PART F.).....		20	21
7. Cases added during the month (sum of a through d, below).....		23	24
a. Applications approved.....		26	27
b. Restorations approved.....		29	30
c. Transfers from other counties.....		32	33
d. Other approvals (appeal cases, CW 7s, etc.).....		35	36
Caseload			
8. Cases open during month (sum of a + b, below).....		38	39
a. Cases receiving cash grant (\$10 or more).....		41	42
(1) Children in Item 8a cases.....		44	45
(2) Adults in Item 8a cases.....		47	48
(3) Total persons (sum of 8a(1) and 8a(2) above).....		50	51
b. Other cases (zero grant cases, less than \$10 cases, etc.)....		53	54
(1) Children in Item 8b cases.....		56	57
(2) Adults in Item 8b cases.....		59	60
(3) Total persons (sum of 8b(1) and 8b(2) above).....		62	63
			64

Case Exits	2 Parent Families (1)	Zero Parent Families (2)	All Other Families (3)
9. Total cases discontinued during the month (Same as Item 1, Form CA 253)	65	66	67
10. Total cases deducted due to transfer to another program segment during the	68	69	70
11. Total cases added due to transfers from another program segment during the	71	72	73
12. Carried forward to next month (Items 8 minus 9 and 10 plus 11 above)	74	75	76
Part C. Net Expenditures (All)			
13. Total net expenditures (minus item 13a below).....	77	78	79
a. Total child support collections.....	80	81	82
Part D. Non-Citizen Caseload			
14. Cases open during month (sum of 14a + 14b, below).....	83	84	85
a. Cases receiving cash grant (\$10 or more).....	86	87	88
(1) Children in Item 14a cases.....	89	90	91
(2) Adults in Item 14a cases.....	92	93	94
(3) Total persons (sum of 14a(1) and 14a(2) above).....	95	96	97
b. Other cases (zero grant cases, less than \$10 cases, etc.)....	98	99	100
(1) Children in Item 14b cases.....	##	102	103
(2) Adults in Item 14b cases.....	##	105	106
(3) Total persons (sum of 14b(1) and 14b(2) above).....	##	108	109
Part E. Net Expenditures (Non-Citizen)			
15. Total net expenditures (minus item 15a below).....	##	111	112
a. Total child support collections.....	##	114	115
Part F. To Be Used Only Upon Instructions From California Department of Social Services			
116. Report prepared by	117. Telephone ()	118. Date	

Caseload Movement and Expenditures Report for the California Work Opportunity and Responsibility to Kids (CalWORKs) Program: Form CA 237 CalWORKs (10/99)

GENERAL INFORMATION

CONTENT – This report provides monthly data on the status of a case at the end of the report month: the number of individuals who received a cash grant, the net amount of all cash grant assistance paid during the report month, and a count of individuals who opt for the diversion program in lieu of aid.

PURPOSE - The purpose of this report is to provide state and federal entities with an unduplicated case count needed for federal reporting, budgeting, staffing, program planning, and other administrative responsibilities. Information from this report is included in the monthly publication "Public Welfare in California" and is distributed to county welfare departments, other interested agencies, and individuals.

DUE DATE - This report is due on or before the 18th calendar day of the month following the report month. Send reports to:

California Department of Social Services
Data Operations Branch, MS 19-81
P. O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 322-9254

GENERAL INSTRUCTIONS

Fill out the information requested at the top and bottom of the report form, such as cells numbered:

1.) Version, 2.) County Name, 3.) County Code, 4.) Report Month/Year, 116.) Person Report Prepared By, 117.) Telephone Number, and 118.) Date. Please enter the figures required for each item. If there is nothing to report on a line item or cell column, please enter a zero (0) in the applicable cell(s) of the reporting document. Do not leave a cell item blank.

PART A. APPLICATIONS FOR AID and REQUESTS FOR RESTORATION - A summary of intake activity during report month.

1. Pending from last month: Enter the number of applications pending from the previous month. This number must be the same figure as Item 5 of the previous month's report. See below (Item 1a.) to adjust, if needed.
- 1a. Inventory adjustment: If an adjustment to the above number is required, enter the *net* adjustment number (either plus or minus) and explain in PART F (or attach another sheet of paper) with the precise reason(s) for the change.
2. Total number of applications received during the month: Enter the sum of Items 2a. and 2b.
- 2a. Applications: Enter the number of applications received during the month. Exclude applications where aid is being transferred from another county or from one CalWORKs aid code to another.
- 2b. Requests for Restoration: Enter the number of restorations during the month. An application for aid is considered a request for restoration when the applicant has been a recipient in the same county within the last 12 months, regardless of Program segment.
3. Total during the month: Enter the sum of Items 1 and 2.

4. Disposed of during the month: Enter the sum of Items 4a., 4b., and 4c.
- 4a. Approved: Enter the number of applications and restoration requests approved for a cash grant. This item should equal sum of Items 7a. and 7b.
- 4b. Denied: Enter the number of applications and restoration requests denied. *This number must agree with **Part A, Item 1, "Total Denials of Cash Grant", on the CA 255 (10/99), Reasons for Denials and Other Non-Approvals of Applications for Cash Grant report.***
- 4b.(1)Denied due to receipt of Diversion payment(s) or services: Enter the number of applications denied for those applicants found to be apparently eligible for CalWORKs, but who opted to receive a Diversion payment or service in lieu of CalWORKs cash aid. This number is a subset of applications denied and should be included in the count for Item 4b., Denied. *This number must agree with the number entered on **Line 10, "Denied due to Diversion", on the CA 255(10/99), Reasons for Denials and Other Nonapprovals of Applications for Cash Grant report.***
- 4c. Other dispositions (cancellations and withdrawals): Enter the number of applications and restoration requests cancelled, or withdrawn. This item also includes applications denied because the applicant moved or could not be located. *This number must agree with the **total of Lines 12 and 13, PART B, on the CA 255(10/99), Reasons for Denials and Other Nonapprovals of Applications for Cash Grant report.***
5. Applications/requests pending at the end of the month: Enter the number of applications and requests for restoration pending at the end of the month. Entry must equal the difference between total applications and restoration requests during the month (Item 3) less the number of disposed cases (Item 4).

PART B. CASELOAD (ALL) Report all CalWORKs cases and individuals eligible to or receiving a cash grant during the report month. Each column represents a specific family type and should include cases with the following aid codes:

2 Parent Families, Column (1): Code 35, 3M, and 3U
 Zero Parent Families, Column (2): Codes 33, 3G, 3H, and 3R
 All Other Families, Column (3): Codes 30, 3E, 3L, and 3P

NOTE: Please refer to Definitions attachment regarding family case types.
 Refer to ACL 99-54, dated August 12, 1999 for Aid Code definitions.

CASES ADDED

6. Cases brought forward from last month: Enter the number of cases brought forward from the previous month. This number must be the same figure as Item 12 of the previous month's report. See below (Item 6a.) to adjust, if needed.
- 6a. Inventory adjustment: If an adjustment to the above number is required, enter the net adjustment number (either plus or minus) and explain in PART F (or attach another sheet of paper) with the precise reason(s) for the change. Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6a. and are not to be reported in Item 7d.
7. Cases added during the month: Enter the sum of Items 7a. through 7d.
- 7a. Applications approved: Enter in the appropriate column the number of applications approved for cash grant.
- 7b. Restorations: Enter in the appropriate column the number of restoration requests approved. The sum of items 7a. and 7b. should equal item 4a.

- 7c. Transfers from other counties: Enter in the appropriate column the number of cases for which the reporting county accepted responsibility for payment of aid during the report month. See "Definitions" for case movements between CalWORKs and Foster Care.
- 7d. Other approvals: Enter the number of cases approved for reasons other than Items 7a. through 7c., i.e., appeal cases, cases erroneously denied or discontinued, or CW 7 discontinuances where completion of a new application is deemed unnecessary. Do not report multiple changes occurring to a single case during the report month. Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in Item 7d. but are shown as adjustments in Item 6a.

CASELOAD

8. Total cases open during the month: Enter the number of cases active during the report month, i.e., those cases where an official authorization for aid was in effect at some time during the month. The sum of Items 8a. and 8b should equal Item 8. Item 8 should also equal the sum of Item 6 plus Item 7.
- 8a. Cases receiving a cash grant Enter in the appropriate columns the number of cases receiving a cash grant during the report month.
- 8a.(1) Children in Item 8a. cases: Enter in the appropriate columns the number of children receiving aid for the current month only. Report children who are fully abated by child support payments in Item 8b. When the child's basis of eligibility changes in either direction between cash grant and FC during the month, the person count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count. Payments are reported as claimed, that is, the cash grant amount is reported on the CA 237 CalWORKs; the FC payment is shown on the CA 237 FC.
- 8a.(2) Adults in Item 8a. cases: Enter in the appropriate columns the number of adults or minor heads of household who received aid for the current month only.
- 8a.(3) Total persons: Enter the sum of Items 8a.(1) and 8a.(2) for all columns.
- 8b. Other cases: (Not receiving a cash grant – see Definitions): Enter the number of cases not paid aid, but which had an authorization to receive aid during the report month. Include suspended cases. (See Definitions)
- 8b.(1) Children in Item 8b. cases: Enter in the appropriate columns the number of children who received aid for the current month only. (Children who are fully abated by child support payments should be reported in this item.)
- 8b.(2) Adults in Item 8b. cases: Enter in the appropriate columns the number of adults or minor heads of household who received aid for the current month only.
- 8b.(3) Total persons: Enter the sum of Items 8b.(1) and 8b.(2) for all columns.

CASE EXITS

9. Total cases discontinued during the month: Enter the number of cash grant cases that were discontinued during the month due to ineligibility to continue to receive benefits. *This number must agree with **Item 1, "Total Cases Discontinued," on the CA 253, (10/99), Reasons for Discontinuance of Cash Grant report.***

Total cases deducted due to transfers to another program segment: Enter in the appropriate column the number of cases which left the 2 Parent, Zero Parent, or All Others Families segment due to transfers as of the end of the month. NOTE: Do not include transfers to FC. *This number must agree with **Item 13 (cells 56-58), Total Cases Transferred To," on the CA 253, (10/99), Reasons for Discontinuance of Cash Grant report.***

11. Total cases added due to transfers from another program segment: Enter in the appropriate column the number of cases which were added to the 2 Parent, Zero Parent, or All Others Families segment due to transfer as of the end of the month. NOTE: Do not include transfers from FC. *This number must agree with **Item 14 (cells 65-67), Total Cases Transferred From," on the CA 253, (10/99), Reasons for Discontinuance of Cash Grant report.***

12. Cases carried forward to next month: Enter the number of open cases carried forward to the next month. This is Item 8 less (Items 9 and 10) plus Item 11.

PART C. NET EXPENDITURES (ALL)– Summary of the net amount (federal and State) of aid issued to or on behalf of recipients during the report month.

13. Total net expenditures: Enter the net amount of aid issued to or on behalf of recipients after accounting for cancellations, repayments of aid (such as child support collections), and all adjustments for the current and all prior months. Enter the sum of the amounts corresponding with those reported on the fiscal summary documents (CA 800 series).

13a. Total child support collections: Enter the amount of child support collections. This amount is the sum of **both** the *Current* and *Former* Child/Family and Spousal Assistance Summaries, CS 800. Total the appropriate line items in Column 5 of the CS 800s which relate to the Columns on the CA 237. Apply this sum to the total monthly expenditures in obtaining the net expenditures.

PART D. NON-CITIZEN CASELOAD

2 Parent Families, Column (1): Codes 3M and 3U

Zero Parent Families, Column (2): Codes 3G and 3H

All Other Families, Column (3): Codes 3E and 3L

NOTE: Please refer to Definitions attachment regarding family case types.
Refer to ACL 99-54, dated August 12, 1999 for Aid Code definitions.

NON-CITIZEN CASELOAD – Non-Citizen cases are cases which are not federally eligible, but State Law requires that the individual be aided. Report those Non-Citizen cases and individuals who are eligible to or have received "state-only" cash grants for the report month. These cases and individuals should also be included in the counts reported in Part B. caseload (all items).

14. Total cases open during the month: Enter the number of Non-Citizen cases active during the report month, i.e., those cases where an official authorization for State-Only aid was in effect at some time during the month. This is equal to the sum of Items 14a. and 14b.

14a. Cases receiving a cash grant: Enter in the appropriate columns the number of Non-Citizen cases receiving a State-Only cash grant during the report month.

14a.(1) Children in Item 14a. cases: Enter in the appropriate columns the number of children who received aid for the current month only. Report children who are fully abated by child support payments in Item 14b. When the child's basis of eligibility changes in either direction between cash grant and FC during the month, the person count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count. Payments are reported as claimed, that is, the cash grant amount is reported on the CA 237 CalWORKs, and the FC payment is shown on the CA 237 FC.

14a.(2) Adults in Item 14a. cases: Enter in the appropriate columns the number of Non-Citizen adults or minor heads of household who received State-Only cash grants for the current month only, excluding counts from previous months.

14a.(3) Total persons: Enter the sum of Items 14a.(1) and 14a.(2) for all columns.

14b.Other cases: (Not receiving a cash grant – see Definitions): Enter the number of Non-Citizen cases not paid aid, but which had an authorization to receive aid during the report month. Include suspended cases. (See Definitions)

14b.(1) Children in Item 14b. cases: Enter in the appropriate columns the number of children who received aid for the current month only. (Children who were fully abated by child support payments should be reported in this item.)

14b.(2) Adults in Item 14b. cases: Enter in the appropriate columns the number of adults or minor heads of household who received aid for the current month only.

14b.(3) Total persons: Enter the sum of Items 14b.(1) and 14b.(2), for all columns.

PART E. NET EXPENDITURES (NON-CITIZEN) - Report net amount of State-Only aid issued to or on behalf of Non-Citizen recipients during the report month.

15. Total net expenditures: Enter the net amount of State-Only aid issued to or on behalf of Non-Citizen recipients after accounting for cancellations, repayments of aid (such as child support collections), and all adjustments for the current and all prior months. Enter the amounts corresponding with those reported on the fiscal summary documents (CA 800 series).

15a.Total child support collections: Enter the amount of child support collections. This amount is the sum of **both** the *Current* and *Former* Child/Family and Spousal Assistance Summaries, CS 800. Total the appropriate line items in Column 5 of the CS 800s which relate to the Columns on the CA 237. Apply this sum to the total monthly expenditures in obtaining the net expenditures

PART F. TO BE USED ONLY UPON INSTRUCTION FROM CDSS – This part of the report is to be used upon instruction from the department to report special one-time or short-run data. It is also used to explain inventory adjustments from PART A, Item 1a. and PART B, Item 6a.

Definitions for Terms Used in Completing the Form CA 237 CalWORKs (10/99)

All Other Families: All families that have not been identified as either a two-parent or a zero parent family. These cases are coded as 30, 3E, 3L, or 3P. See ACL 99-54, dated August 12, 1999 for Aid Code definitions.

Application (for assistance): For reporting purposes, a request for aid which has been received and recorded by the county, on Form CA 1/SAWS 1, Application for Public Assistance.

CalWORKs: The acronym for the California Work Opportunity and Responsibility to Kids Program implemented on January 1, 1998.

Cancellations: An application or request for restoration of a cash grant is considered "cancelled" if the applicant or child(ren) for which the application is made dies before the determination is completed.

Child: A child is a person who is a member of an Assistance Unit (AU) and is under the age of 18 or is enrolled as a full-time student in high school or a vocational or technical program, before reaching the age of 19. A minor parent shall be considered a child only if he/she is included in an AU with a senior parent.

Denials: An application or request for restoration of cash grant that is denied. Denial may occur for any reason, e.g., excess income and/or resources; no deprivation; failure to complete necessary forms; failure to provide essential verification, etc.

Discontinuance: A CalWORKs cash grant case where aid is stopped and/or terminated at the end of the month for any number of reasons, e.g., non-cooperation by the AU; excess income and/or resources; loss of deprivation; discontinuance requested by the AU, etc.

Inter-county Transfer: Movement of cases from one county to another, i.e., a family moves from one county to another. The receiving county adds this case to the report via the "Transfers from other counties" line item (7 c.). The county from which the family is moving would count the case as a discontinuance (line item 9.).

Intraprogram Status Change: Change in status from one part of the same program to the other. This occurs when an All Other Families case becomes a Two Parent case and vice versa, i.e., the father returns to an All Other Families case during the report month. That case will become a Two Parent case effective the next month, therefore, for statistical reporting purposes, that All Other Families case is theoretically discontinued from the All Other column (item 10) and reappears (is added to) in the Two Parent column (item 11).

Inventory adjustment: Changes in caseload resulting from actions authorized (including those authorized by mistake or in error) in prior months and not previously reported, are to be reported as an inventory adjustment. Whenever an inventory adjustment is reported, the county must include a footnote in PART F on the reverse side of the report, explaining why an adjustment was needed.

Issued Warrant: A warrant is considered issued as of the payment date.

Movement: CalWORKs case flow within this report. Some examples include:

- a case transfers from the All Other Families segment to the Two Parent segment or vice versa
- an active case receiving a cash grant becomes an active case which receives no cash grant during the report month and vice versa or a case terminates from the CalWORKs program.

Movements between CalWORKs and Foster Care (FC):

- When a CalWORKs child goes to FC, that child is discontinued from CalWORKs and a FC application is taken.
- When an FC child goes to CalWORKs, the child is brought into the CA 237 case count in one of two ways:
 1. If the child is going to create a new AU, a new application for CalWORKs is taken and the child comes into the CA 237 report as a new application and is processed accordingly, within the CA 237 report.
 2. If the child is going to join an existing AU, then that child would be brought into the CA 237 caseload by simply adding him/her to the person count in Item 8a(1) or Item 8b(1) or in Item 14a(1) or in Item 14b(1).

Other Approvals: Cases approved for reasons other than an application for a cash grant or restoration, transfer from another county or intraprogram status change. Some examples of "Other Approvals" include the following: approval of aid on appeal cases; approval of aid to cases erroneously denied or discontinued; approval of a CW 7 discontinuance where completion of a new application is deemed unnecessary.

Other cases (Not receiving a cash grant) (See Item 8b and 14b): Enter the number of cases not paid aid, but which had an authorization to receive aid during the report month. Include the following cases:

- Cases approved for aid during the report month which will receive an initial warrant dated the following month.
- Cases with an authorization to receive aid discontinued during the report month, and the warrant was either cancelled or not written.
- Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.
- Cases which were fully abated by child support payments.
- Cases determined eligible for CalWORKs, but whose grant was not paid because it was less than ten dollars.

Other Dispositions: An action taken on an application or a request for restoration which results in a cancellation or withdrawal. This also includes applications denied because the applicant moved or could not be located. (See definitions for Cancellations and Withdrawals.)

Payment Responsibility: The county losing the recipient is responsible for payment of aid until the end of the transfer period, at which time the gaining county becomes responsible.

Suspended Case: Aid is suspended in the payment month when income or circumstances in the corresponding budget month result in the ineligibility for only one payment month.

Transfer Period: The end of the month following the 30th day after notification to the second county.

Two Parent Families: An Assistance Unit (AU) that includes two non-disabled, natural or adoptive parents of the same aided or SSI/SSP minor child (living in the home), unless both parents are minors and neither is the head-of-household. These cases are coded 35, 3M, or 3U. See ACL 99-54, dated August 12, 1999 for Aid Code definitions.

Withdrawals: An application or request for restoration that is withdrawn only upon the voluntary initiative of the applicant or person applying on his/her behalf.

Zero Parent Families: An Assistance Unit (AU) in which the parent(s) or caretaker(s) are excluded from or ineligible for aid. These cases are coded 33, 3G, 3H, or 3R. See ACL 99-54, dated August 12, 1999 for Aid Code definitions.

**California Work Opportunity and Responsibility To Kids
(CalWORKs)
Report on Reasons For Discontinuance of Cash Grant**

Send one copy of this form to:

California Department of Social Services
Data Operations Branch, MS 19-81
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 322-9254

		1. County Name	2. County Code	3. Month/Year
PART A. REASONS FOR DISCONTINUANCE OF CASH GRANT		2 Parent Families (1)	Zero Parent Families (2)	All Other Families (3)
1. Total Cases Discontinued (Same as Item 9, Form CA 237 CalWORKs) Sum of Items 2 through 12 below.....		4	5	6
2. No longer eligible child.....		7	8	9
3. No longer deprived of support or care.....		10	11	12
4. Resources exceed limits.....		13	14	15
5. Income exceeds standards (Sum of 5a through 5e below).....		16	17	18
a. Earnings increased.....		19	20	21
b. Benefits or pensions increased.....		22	23	24
c. Support from person inside home increased.....		25	26	27
d. Support from person outside home increased.....		28	29	30
e. Requirements reduced.....		31	32	33
6. Moved or cannot locate.....		34	35	36
7. Recipient initiative.....		37	38	39
a. Number of cases discontinued due to CW 7 noncompliance.....		40	41	42
8. Excluded by law for reasons other than time limits and citizenship.....		43	44	45
9. Discontinued due to expiration of CalWORKs 60-month time limits.....		46	47	48
10. Transferred to another county.....		49	50	51
11. Transferred to Kin-GAP Program.....			52	
12. Transferred to Foster Care Program.....		53	54	55
PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS				
13. Total cases transferred to another program segment.....		56	57	58
a. Number of cases transferring from 2 Parent to Zero Parent Families.....			59	
b. Number of cases transferring from 2 Parent to All Other Families.....				60
c. Number of cases transferring from Zero Parent to 2 Parent Families.....		61		
d. Number of cases transferring from Zero Parent to All Other Families.....				62
e. Number of cases transferring from All Other to 2 Parent Families.....		63		
f. Number of cases transferring from All Other to Zero Parent Families.....			64	
14. Total cases transferred from another program segment.....		65	66	67
PART C. TO BE USED ONLY ON INSTRUCTIONS FROM THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES				
a.		68	69	70
b.		71	72	73
74. Person to contact regarding this report:		75. Telephone ()		76. Date

**CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) REPORT
ON REASONS FOR DISCONTINUANCE OF CASH GRANT
(FORM CA 253 CalWORKs)**

CONTENT – This report provides monthly data on cash grant cases terminated from the CalWORKs program, classified by primary reason for discontinuing aid.

PURPOSE – The purpose of this report is to comply with Federal reporting requirements and to assist the state in making budgetary and program policy decisions.

DUE DATE – Reports are to be received in Sacramento on or before the 18th calendar day of the month following the report month. Counties send their reports to:

California Department of Social Services
Data Operations Branch, MS 19-81
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 322-9254

GENERAL INSTRUCTIONS

Fill out the information requested on the top and bottom of the report form, such as cells numbered 1). County Name, 2). County Code, 3). Report Month/Year, 74). Person to contact regarding the report, 75). Telephone Number, and 76). Date. Please enter data in each of the Items 1 through 14. If there is nothing to report on a line item or cell column, please insert a zero(0) in the applicable cell(s) of the reporting document. Do not leave a cell blank.

In those cases where more than one reason is applicable, the reason that is considered **most important** by the caseworker as having the greatest effect in the closing of the case will apply. Individual discontinuances are to be classified according to the reason for discontinuance included in the written notification to the recipient that the money payment is being discontinued.

For items 2 through 12, please collect the applicable reasons as indicated on the Discontinuance Reason List attached to these instructions. All Discontinuance Reasons are required data elements. Use the appropriate MEDS Reason Codes when listed. For those Reasons without a specified MEDS code, the tracking codes or mechanisms are at county discretion.

PART A: REASONS FOR DISCONTINUANCE OF CASH GRANT

ITEM INSTRUCTIONS

1. ***Total Cases Discontinued*** – Enter the total number of discontinuances. This item must equal the sum of Items 2 through 12 and must equal the monthly total of Item 9 of Form CA 237 CalWORKs.
2. ***No longer eligible child*** – Enter the number of discontinuances that occurred because there is no longer an eligible child in the home.
3. ***No longer deprived of support or care*** – Enter the number of discontinuances that occurred because the child is no longer deprived of parental care or support.

Resources exceed limits – Enter the number of discontinuances that occurred because the recipient family's resources and/or property now exceeds limits permitted for CalWORKs eligibility.

4. **Income exceeds standards** - Enter the sum of Items 5a through 5e below.

- a. **Earnings increased** – Enter the number of discontinuances that occurred because of excessive income due to increased earnings.
- b. **Benefits or pensions increased** – Enter the number of discontinuances that occurred because of excessive income due to increased benefits or pensions.
- c. **Support from person inside home increased** – Enter the number of discontinuances that occurred because of excessive income due to increased support from person inside the home.
- d. **Support from person outside home increased** – Enter the number of discontinuances that occurred because of excessive income due to increased support from person outside the home.
- e. **Requirements reduced** – Enter the number of discontinuances that occurred because of excessive income due to a reduction in requirements.

5. **Moved or cannot locate** – Enter the number of discontinuances that occurred because the recipient moved or because the agency was unable to establish the whereabouts of the family or contact them for information essential to their continuation in the CalWORKs program.

6. **Recipient initiative** – Enter the number of discontinuances due to the recipient's initiative including voluntary withdrawal by the recipient family, refusal to comply with procedural requirements, etc.

- a. **Number of cases discontinued due to CW 7 noncompliance** - Enter the number of discontinuances due to the recipients refusal to provide CW 7 related information. This number is a subset of discontinuances due to recipient initiative and should be included in the count for Item 7, Recipient initiative.

7. **Discontinued due to exclusion by law for reasons other than time limits and citizenship** – Enter the number of discontinuances due to the recipient being excluded by law for reasons other than time limits and citizenship, such as, fleeing felons and drug felons, etc.

8. **Discontinued due to expiration of CalWORKs 60-month time limits** – Enter in this item the number of discontinuances that were due to the recipient having exhausted his/her 60-month CalWORKs time limit.

9. **Transferred to another county**- Enter the number of discontinuances that resulted from the recipient transferring to another county.

10. **Transferred to Kin-GAP Program** – Enter the number of discontinuances that resulted because the recipient transferred to the Kin-GAP Program and the entire CalWORKs case was discontinued.

11. **Transferred to Foster Care segment** – Enter the number of discontinuances that resulted because the recipient transferred to Foster Care and the entire CalWORKs case was discontinued.

PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS Parent(s) in the two-parent caseload, who are sanctioned for failure to comply with CalWORKs work requirements, will remain in that caseload count and will NOT be transferred at any time, including the first three months of sanction, to either the Zero Parent or the All Other Families caseload. Parents who are sanctioned for failure to assign child support rights are transferred to either the Zero Parent or the All Other Families caseload.

12. **Total cases transferred TO another segment** – Enter where indicated the total of the following cells: (These items must equal the monthly totals on Item 10 of Form CA 237 CalWORKs.)

Column (1), 2 Parent Families, cell 56 = the sum of cells 59 and 60

Column (2), Zero Parent Families, cell 57 = the sum of cells 61 and 62

Column (3), All Other Families cell 58 = the sum of cells 63 and 64

- a. **Number of cases transferring from 2 Parent to Zero Parent Families:** Enter in Column (2) the number of cases which left the 2 Parent segment and will be moved to the Zero Parent segment as of the beginning of the next month.
- b. **Number of cases transferring from 2 Parent to All Other Families:** Enter in Column (3) the number of cases which left the 2 Parent segment and will be moved to the All Other segment as of the beginning of the next month.
- c. **Number of cases transferring from Zero Parent to 2 Parent Families:** Enter in Column (1) the number of cases which left the Zero Parent segment and will be moved to the 2 Parent segment as of the beginning of the next month.
- d. **Number of cases transferring from Zero Parent to All Other Families:** Enter in Column (3) the number of cases which left the Zero Parent segment and will be moved to the All Other segment as of the beginning of the next month.
- e. **Number of cases transferring from All Other to 2 Parent Families:** Enter in Column (1) the number of cases which left the All Other segment and will be moved to the 2 Parent segment as of the beginning of the next month.
- f. **Number of cases transferring from All Other to Zero Parent Families:** Enter in Column (2) the number of cases which left the All Other segment and will be moved to the Zero Parent segment as of the beginning of the next month.

13. **Total cases transferred FROM another segment** – Enter where indicated the total of the following cells: (These items must equal the monthly totals on Item 11 of Form CA 237 CalWORKs.)

Column (1), 2 Parent Families, cell 65 = the sum of cells 61 and 63

Column (2), Zero Parent Families, cell 66 = the sum of cells 59 and 64

Column (3), All Other Families, cell 67 = the sum of cells 60 and 62

NOTE: The sum of Columns 1, 2, and 3 for Item 13 must equal the sum of Columns 1, 2, and 3 for Item 14.

PART C. TO BE USED ONLY ON INSTRUCTIONS FROM THE CDSS:

DISCONTINUANCE REASON LIST FOR CA 253 CalWORKs

Counts of cases discontinued for all listed Reasons are required. However, only the following ten MEDS codes will be consistent throughout the county systems: (See MEDS Quick Reference dated 3/29/99.)

01 Discontinuance due to death	38 Determined ineligible for Medi-Cal Only
03 Discontinuance at recipient request (MEDS only)	44 Became a resident of public institution
04 Failure to cooperate (Medi-Cal only)	48 Loss of legal residence
20 Termination from Medi-Cal (Allegation of disability)	57 Transferred to SSI
35 MEDS eligibility reported under another MEDS ID	98 Whereabouts unknown

The additional codes, listed below, are available MEDS codes, but may not be uniformly utilized throughout county systems. Counties may assign codes for Reason items with an asterick at their discretion.

CA 253

Item #

2 No longer eligible child

Code Reason for Discontinuance

- 1 Discontinuance due to death
- 46 Change in law or agency policy
- 47 No longer an eligible child in home
- 48 Loss of legal residence

3 No longer deprived of support or care

Code Reason for Discontinuance

- 40 Parent no longer incapacitated
- 45 Parent returned to home or remarried

4 Resources exceeds limits

Code Reason for Discontinuance

- 33 Real Property
- 34 Personal Property, other than vehicle
- * Vehicle

5 Income exceeds standards

a. Earnings increased

Employment or increased earnings of persons in home

Code Reason for Discontinuance

- 5 Father
- 6 Mother
- 7 Child
- 8 Step-parent
- 9 Other person in home
- * Increased earnings of non-aided family member

b. Benefits or pensions increased

Code Reason for Discontinuance

- 22 OASDI
- 23 Other federal program
- 24 Veterans Benefits
- 27 Unemployment or disability insurance benefit
- 28 Other state and local program
- 29 Nongovernmental program
- 32 Other change in income

c. Support from person inside home increased

Receipt of or increase in support as result of:

Code Reason for Discontinuance

- 17 Absent parent's return
- 18 Remarriage of parent

d. Support from person outside home increased

(Receipt of or increase in support from person outside home)

Code Reason for Discontinuance

- 19 Absent parent
- 21 Other person outside home

e. Requirements reduced

(Change in need)

Code Reason for Discontinuance

- 36 Change in state law or agency policy relating to determination of need
- 37 Decreased need
- 39 Financial reasons (without a change in income or resources) not listed in Code 36 or 37
- 99 Other - sent manual notice

6 Moved or cannot locate

Code Reason for Discontinuance

98 Whereabouts unknown

7 Recipient initiative

Code Reason for Discontinuance

50 Refused to comply with property utilization requirements

59 Refused to comply with procedural requirements not listed elsewhere

60 Refused to provide CW 7 related information

61 Refused to provide essential information (non-CW 7 related)

97 Discontinued at Recipient's Request (not listed elsewhere in this section)

* Requested to pursue educational goal; thereby reserving TANF eligibility

* Wanted only transitional services

* Moved out of county

* Receipt of child support

* Requested withdrawal; did not want to participate in Cal WORKS Welfare-to-Work activities

* Wanted to reserve TANF eligibility for later use

8 Discontinued due to exclusion by law for reasons other than time limits and citizenship

Code Reason for Discontinuance

* Identified as fleeing felon

* Identified as drug felon

9 Discontinued due to expiration of CalWORKs 60-month time limits

Code Reason for Discontinuance

* Discontinued due to expiration of CalWORKs 60-month time limits

10 Transferred to another county

Code Reason for Discontinuance

96 Transferred to another county

11 Transferred to Kin-GAP Program

Code Reason for Discontinuance

* Transferred to Kin-GAP Program

12 Transferred to Foster Care Program

Code Reason for Discontinuance

95 Transferred to Foster Care from 2 Parent, Zero Parent, or All Other Parent

California Work Opportunity and Responsibility To Kids (CalWORKs)**Report on Reasons For Denials and Other Non-Approvals
Of Applications for Cash Grant**

Send one copy of this form to:

California Department of Social Services
Data Operations Branch, MS 19-81
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 322-9254

1. County Name		2. County Code	3. Month/Year
PART A. REASONS FOR DENIALS OF CASH GRANT		2 Parent Families (1)	Zero Parent Families (2)
1. Total Denials of Cash Grant (Same as Item 4b, Form CA 237 CalWORKs). Sum of Items 2 through 11 below.....		4	6
2. No eligible child.....		7	9
3. Not deprived of support or care.....		10	12
4. Resources exceed limits.....		13	15
5. Income exceeds standards		16	18
6. Failure to comply with procedural requirements.....		19	21
7. Ineligible non-citizen.....		22	24
8. Excluded by law for reasons other than time limits and citizenship.....		25	27
9. Nonresident.....		28	30
10. Denied due to Diversion (Same as Item 4b(1) on CA 237 CalWORKs).....		31	33
11. Denied due to expiration of CalWORKs 60-month time limits.....		34	36
PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS			
12. Application cancelled or withdrawn.....		37	39
13. Unable to locate or moved.....		40	42
PART C. TO BE USED ONLY ON INSTRUCTIONS FROM THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES			
a.	43	44	45
b.	46	47	48
49. Person to contact regarding this report:	50. Telephone ()		51. Date

**CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) REPORT
ON REASONS FOR DENIALS AND OTHER NON-APPROVALS OF APPLICATIONS FOR CASH GRANT
(FORM CA 255 CalWORKs)**

CONTENT – This report provides monthly data on applications and requests for restoration of the CalWORKs program which have been denied or otherwise disposed of without approval, classified by primary reason for action.

PURPOSE – The purpose of this report is to comply with Federal reporting requirements and to assist the state in making budgetary and program policy decisions.

DUE DATE – Reports are to be received in Sacramento on or before the 18th calendar day of the month following the report month. Counties send their reports to:

California Department of Social Services
Data Operations Branch, MS 19-81
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 322-9254

DEFINITIONS

An application for aid (cash grant) which is not approved may be disposed of by (1) denial, (2) provision of a diversion payment, or (3) other non-approval. A finding that an applicant is ineligible to receive a cash grant results in a denial. Also, by regulations, the application of an applicant (1) whose whereabouts are unknown or (2) who has established residence in another state is denied. Movement of the applicant to another county in this state is not a cause or reason for denial; the county receiving the application completes the determination of eligibility and, if appropriate, initiates intercounty transfer procedures. Referral of an applicant to another program or agency is not, in itself, a reason for denial of an application for cash grant.

GENERAL INSTRUCTIONS

Complete the information requested on the top and bottom of the report form, such as cells numbered 1). County Name, 2). County Code, 3). Report Month/Year, 49). Person to contact regarding the report, 50). Telephone Number, and 51). Date. Please enter data in each of the Items 1 through 13. If there is nothing to report on a line item or cell column, please insert a zero(0) in the applicable cell(s) of the reporting document. Do not leave a cell blank.

In those cases where more than one reason is applicable, the reason that is considered **most important** by the caseworker as having the greatest effect in denying the case will apply. Individual denials and other non-approval of applications are to be classified according to the reason for denials included in the written notification.

For items 2 through 13, please collect the applicable reasons as indicated on the Denial Reason List attached to these instructions. Denial Reason items are required data elements, and all tracking codes or mechanisms are at county discretion.

PART A. REASONS FOR DENIALS OF CASH GRANT

1. ***Total Denials of Cash Grant*** – Enter the total number of applications denied aid during the month due to ineligibility for a cash grant. Individual denials are to be classified according to the reason included in the written notification to the applicant that the application has been denied. This item is the sum of Items 2 through 11. Also, Item 2 through 11 must equal the monthly total of the figures reported in Item 4b on Form CA 237 CalWORKs.
2. ***No eligible child*** – Enter in this item the number of denials that resulted from a determination that the applicant has no child who met the specific conditions of eligibility for CalWORKs.

3. ***Not deprived of support or care*** – Enter in this item the number of denials that resulted from a determination that the child(ren) for whom the application for a cash grant was made was not deprived of parental support or care.
4. ***Resources exceed limits*** – Enter in this item the number of denials with a determination made that the applicant had resources in excess of limits permitted for CalWORKs eligibility.
5. ***Income exceeds standards*** - Enter in this item the number of denials that resulted from a determination that the applicant had income in excess of limits permitted for CalWORKs eligibility.
6. ***Failure to comply with procedural requirements*** – Enter in this item the number of denials that resulted from the failure of a member of the applicant group to comply with procedural requirements specified for CalWORKs eligibility.
7. ***Ineligible non-citizen*** – Enter in this item the number of denials that resulted from a determination that the applicant did not meet the citizenship requirements for CalWORKs eligibility.
8. ***Denied due to exclusion by law for reasons other than time limits and citizenship*** – Enter the number of denials due to the applicant being excluded by law for reasons other than time limits and citizenship, such as, fleeing felons and drug felons, etc.
9. ***Nonresident*** – Enter in this item the number of denials that resulted from a determination that the applicant did not meet the residence requirements for CalWORKs eligibility.
10. ***Denied due to Diversion*** – Enter in this item the number of denials that were due to the applicant choosing a diversion payment instead of CalWORKs cash aid. Also, this Item must equal the monthly total of the figures reported in Item 4b(1) on Form CA 237 CalWORKs.
11. ***Denied due to expiration of CalWORKs 60-month time limits*** – Enter in this item the number of denials that were due to the applicant having exhausted his/her 60-month CalWORKs time limit.

PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS.

12. ***Application cancelled or withdrawn*** – Enter in this item the number of applications disposed of due to the cancellation or withdrawal of the application.
13. ***Unable to locate or moved*** – Enter in this item the number of applications denied because the agency was unable to locate the applicant or because the applicant moved to another jurisdiction or state.

PART C. TO BE USED ONLY ON INSTRUCTIONS FROM THE CDSS:

DENIAL REASON LIST FOR FORM CA 255 CalWORKs

CA 255 ITEM

2 No eligible child

Age
Child not living with relative of required relationship
Child not enrolled in school (18 year olds only)
Other (do not use if applicable reason is listed above)

3 Not deprived of support or care

Child not deprived of parental support or care
Parent not unemployed

4 Resource exceeds limits

Other resources exceed allowable limits

5 Income exceeds standards

Income exceeds allowable limits

6 Failure to comply with procedural requirements

Failure or refusal to sign a welfare-to-work plan
Failure or refusal to participate in an assigned activity
Failure or refusal to provide required proof of satisfactory progress in an assigned program activity
Failure or refusal to accept employment
Failure or refusal to continue employment
Failure or refusal to continue employment at the same level of earnings
Failure to comply with eligibility requirements

7 Ineligible non-citizen

Ineligible because of alien status

8 Denied due to exclusion by law for reasons other than time limits and citizenship

Identified as fleeing felon
Identified as drug felon

9 Nonresident

Does not meet residence requirements

10 Denied due to Diversion

Applicant chose a diversion payment instead of CalWORKs grant

11 Denied due to expiration of CalWORKS 60-month time limits

Applicant exhausted his/her 60 month CalWORKs time limit

12 Application cancelled or withdrawn

Death of applicant or dependent child
Withdrawal of application by applicant

13 Unable to locate or moved

Unable to locate
Established residence in another state

NOTE: All Denial Reasons items are required data elements, but all codes are at county discretion.